



Bernalillo County Compliance Office

Robert Kidd, Compliance Officer

Bernalillo County Annex, 415 Tijeras NW, First Floor, Albuquerque, NM 87102

(505) 468-1382 Compliance@bernco.gov

GUIDELINES FOR COMPLAINANT OF SWORN COMPLAINT

(Guidelines are subject to the Bernalillo County Code of Conduct Ordinance and the Rules and Regulations of the Code of Conduct Review Board. Information contained within will be shared with the Respondent and is public record.)

Upon filing a Sworn Complaint, the Complainant must be able to prove the specific allegation(s) to the Code of Conduct that the Respondent is alleged to have committed. The checklist must list as much of the below information available at the time of filing that supports the assertion. A Complainant may supplement this list as allowed or directed by the Code of Conduct Review Board.

Examples of "ATTACHED WRITTEN EXHIBITS"

This list may consist of written statements made by the Respondent; witness statements that can be confirmed by the witness; or any written documentation such as hardcopy electronic mail (e-mail) showing proof of alleged violation.

Examples of "ATTACHED AUDIO EXHIBITS"

This list may consist of recordings via cell phone, landline telephone, tape recorder, etc., in support of the alleged violation.

Examples of "ATTACHED ELECTRONIC EXHIBITS"

This list may consist of electronic documents/information provided via CD/DVD/USB Flash/video tape which support the alleged violation.

Examples of "ATTACHED COUNTY DOCUMENTS"

This list may consist of any documents in possession of Bernalillo County, e.g. employee office/cell phone and/or computer logs, e-mail originated by county employees, using county property on county premises and on county time.

Examples of "ATTACHED WITNESS(ES) LIST"

This list should consist of the names of all people you will intend to call at the evidentiary hearing to testify on your behalf.

Examples of "OTHER"

This list should consist of any and all other information not already stated above.

"TO BE PROVIDED PRIOR TO PRELIMINARY HEARING"

MEANS EACH OF THE TYPES OF EVIDENCE LISTED ON THE LEFT COLUMN; ADDITIONAL INFORMATION IS CURRENTLY BEING GATHERED AND CANNOT BE PROVIDED AT THE TIME THE SWORN COMPLAINT IS BEING SUBMITTED. HOWEVER, IT WILL BE PROVIDED PRIOR TO, OR BY THE START TIME OF THE PRELIMINARY HEARING TO THE COMPLIANCE OFFICE OR A REPRESENTATIVE.

This list should consist of information that is currently being gathered and is in addition to all exhibits listed in each area on the right and which will be submitted prior to or by the start time of the preliminary hearing. The majority, if not all, exhibits are to be provided with the Sworn Complaint and additions should be minimal.